



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

4/17/15

Erin Seibert
1625 S Main St
Burlington IA 52601

Dear Erin,

This letter is in regards to the 4/15/15 & 4/16/15 compliance check of your category B Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.4 No more children are in care than the rules for the specific category will allow.

On 4/15/15 visit to the home at 3:20 pm this worker observed 13 daycare children present in the home. There was one daycare parent getting ready to leave with 4 of their own children. At 3:30 pm there were 9 daycare children present and at 4:45 pm there were 7 daycare children present. There was no approved assistant or substitute available for the provider to care for this amount of children. The provider admitted to this worker she had 13 daycare children alone for 10-15 minutes prior to a daycare parent showing up to the home. Erin will remain within her statutory allowed number of children she is allowed to care for at any given time.

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

There were several stains on the carpet in the play room and room with cribs in it that need to be professionally cleaned.

☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

Erin needs to update her list and place copy of contact sheet in her transport vehicle.

☐ 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

Erin needs to place a child lock on her bathroom sink cabinet.

☐ 110.5(1)d Medicines are given only with written authorization from the doctor or parent.

Erin needs to obtain written consent form from parent of Z.W.

☐ 110.5(1)e Electrical wiring shall be maintained.

☐ 110.5(1)e All accessible electrical outlets are safely capped.

Erin needs to place safety cap in one outlet in coat room.

☐ 110.5(1)h A safe outdoor play area is maintained in good condition throughout the year.

Erin needs to replace warped board on smaller patio in outdoor play area, store bag of top soil and move slides to grass area for proper fall surfacing.

☐ 110.5(1)h Is kept free from litter, rubbish and flammable materials.

Erin needs to remove cigarette butts from outdoor play area.

☐ 110.5(1)n Each smoke detector has been installed according to manufacturer's recommendations.

Erin needs to replace battery in her kitchen detector.

☐ 110.5(1)p Children under the age of one year are placed on their backs for sleeping unless otherwise authorized in writing by a physician.

This worker observed on 4/15/15 a 5 week old child sleeping in a portable basinet that has an elevated sleeping position. This worker instructed the provider to place the child in an available Pak-N-Play so that the child could lay flat on their back to sleep.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)b Certificates or training verification documentation for:

☐ 110.5(2)b Within the first three months of registration:

☐ 110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

Erin needs to show documentation of current course completion.

☐ 110.5(2)c An individual file is maintained for each staff assistant and contains:

☐ 110.5(2)c A completed DHS Criminal History Record Check, form B, 595-1396

Erin needs to show documentation of approval letter from the Central Child Care Assistance Unit for Ben.

☐ 110.5(2)c A completed Request for Child Abuse Information, form 470-0643

Erin needs to show documentation of approval letter from the Central Child Care Assistance Unit for Ben.

☐ 110.5(2)d An individual file is maintained for each substitute and contains:

☐ 110.5(2)d A completed DHS Criminal History Record Check, form B, 595-1396.

Erin needs to show documentation of approval letter from the Central Child Care Assistance Unit for Ben.

☐ 110.5(2)d A completed Request for Child Abuse Information, form 470-0643

Erin needs to show documentation of approval letter from the Central Child Care Assistance Unit for Ben.

☐ 110.5(3) Activity Program.

- ☐ 110.5(3)e All play equipment and materials are in a safe condition, for both indoor and outdoor activities.

Please refer to 110.5(1)h.

- ☐ 110.5(8) Children's Files

- ☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

- ☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

Need for J.M.(5)

- ☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

Need for K.S., T.S., A.W. Need signature and date on form for H.M.

- ☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

Need physical for Z.W., E.K., A.W.

- ☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

Need for P.N., E.L., D.L., D.K., K.H., J.B. Need second page completed for W.R.(7).

- ☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

Need updated physical for J.M.

- ☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

Need for J.M., D.K., W.R.(7), W.R.(4)

- ☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

Need for Z.W., E.L., D.L., D.K., K.H., J.B. Need signature and date on form for K.S., T.S. Need on state form for P.N., R.N., L.M.

- ☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

Need for P.N., E.L., D.L., D.K., K.S., T.S., K.H., J.B.

- ☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

Need for K.S., T.S., Need on correct part of form for A.W.

- ☐ 110.5(9) The provider meets the following requirements:

- ☐ 110.5(9)d If absence is planned, care is provided by a DHS-approved substitute.

On 4/15/15 this worker observed a male who identified themselves as Erin's father-in-law present in the home watching three daycare children while Erin was away to pick up daycare children at school. This worker also observed, after having come back to the home on 4/15/15, an adult female feeding an infant on the couch in the living room who was a daycare child while Erin was outside watching the other children in the back outdoor play area. These persons are not approved as either an assistant or substitute for Erin's daycare home. This worker had Erin sign a safety plan stating she would not allow anyone to assist her in her child care operation unless approved by the Central Child Care Assistance Unit.

- ☐ 110.9(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "B"

- ☐ 110.9(1)f When more than 8 children are present for more than two hours, a DHS-approved assistant at least 14 years old is present.

On 4/15/15 visit to the home at 3:20 pm this worker observed 13 daycare children present in the home. There was one daycare parent getting ready to leave with 4 of their own children. At 3:30 pm there were 9 daycare children present and at 4:45 pm there were 7 daycare children present. There was no approved assistant or substitute available for the provider to care for this amount of children. The provider admitted to this worker she had 13 daycare children alone for 10-15 minutes prior to a daycare parent showing up to the home. Erin will remain within her statutory allowed number of children she is allowed to care for at any given time.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations by 6/2/15.**

- ☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur sometime on or after **6/2/15**.

Please do not hesitate to contact me at DHS at (319) 208-5521 if you have any questions regarding this letter.

Sincerely,

Chad Reckling
Social Worker II

MACHELLE PEZLEY

Machelle Pezley
Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-866-324-3236

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).